

Date

14 Sept 1989

ROUTING AND TRANSMITTAL SLIP

TO: (Name, office symbol, room number,
building, Agency/Post)

Initials

Date

1. RAE

2. ADDA ^{done} (Sup, please note 22 Sept. Mtg. ON your calendar?) Thurs-
day 15 SEP 1989

3.

4. EXA 11 5 SEP 1989

5. DDA Reg.

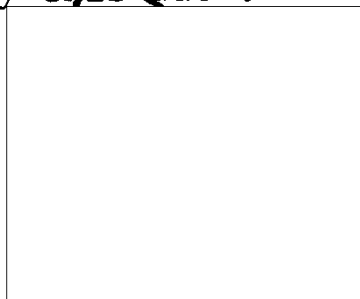
Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

Shall I put the DDP&C back on the calendar
every Friday at 0800? (X) YES () NO

The first meeting will be Friday, 22 Sept.
You will be all day ~~this~~ date.

STAT
STAT



DO NOT use this form as a RECORD of approvals, concurrences, disposals,
clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)

Room No.—Bldg.

Phone No.

5041-102

OPTIONAL FORM 41 (Rev. 7-76)
Prescribed by GSA

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Friday Morning Meetings



FROM:

 Gary E. Foster
 Deputy Director for Planning
 and Coordination

EXTENSION

NO.

ER 3749-89

DATE

13 September 1989

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

RECEIVED FORWARDED

 1. Deputy Director for
 Administration

14 SEP 1989

2. AT&DA

3. EXA

Gm

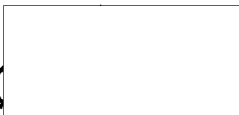
5. D&DA Reg.

ER 3749-89
13 September 1989

NOTE TO: Deputy Director for Administration
Deputy Director for Intelligence
Deputy Director for Operations
Deputy Director for Science and Technology
Inspector General

As I understand it, you used to meet in the EXDIR's office on Fridays at 0800 to discuss ideas informally and to surface issues that had arisen between you. Some of you have indicated an interest in continuing to meet regularly and outside the more formal EXCOM venue. I'd be pleased to host the meetings here beginning 22 September. I'll order coffee.

STAT



Gary E. Foster
Deputy Director for Planning
and Coordination